

POLICIES & PROCEDURES FOR VOLUNTEER WORKER'S FOR THE CITY OF LAS VEGAS

INTRODUCTION:

The use of volunteer worker's within the City of Las Vegas can be a cost effective venture benefiting the City, the volunteer, and the general public. However, as the City's main objective is to provide for the public safety and well being, special consideration must be observed when utilizing volunteer worker's.

POLICY:

Whenever an individual wants to provide services to the City of Las Vegas as a volunteer worker, a few basic factors must be reviewed prior to acceptance of that individual's offer. Areas to be considered are: The adaptability of the job to volunteer services, The acceptability of the individual to perform those volunteer services, The legal requirements that must be met before the volunteer's services can begin, and The physical condition of the volunteer.

ADAPTABILITY:

A basic consideration is how adaptable the function is for the volunteer. Your analysis should include the following items:

- Is there a need for the worker in the function? Will the worker help (as opposed to hindering) the work and services being provided?
- Is there space for the volunteer worker within the existing operation? Will space have to be created? If so, will this cause a disruption of services or morale problems among the permanent workers?
- Can the volunteer work within the existing organization without unnecessary displacement of existing regular workers? Will the department develop dependence on the volunteer services?

If dependence on the volunteer's services may become so great the function cannot do without those services, the advisability of starting to provide those services should be questioned.

ACCEPTABILITY:

With regard to acceptability of the individual to perform the volunteer services, several factors must be considered:

- Does the individual have the knowledge to do the volunteer work proposed without an inordinate amount of training? In other words, is the person ready to do the work now?
- Has the volunteer worker acknowledged his/her volunteer status in the City and shown a willingness to accept direction from those who are working within the department?

LEGAL:

Since the City is self-insured, particular attention must be paid to the type of work the volunteer will be doing. In addition, the volunteer worker's injury and liability status must be established. To accomplish both of these objectives, the VOLUNTEERS APPLICATION must be completed and sent to the Insurance Services Division prior to the volunteer commencing any volunteer services.

The volunteer must be a minimum of 18 years old to be accepted for any program with the City of Las Vegas. The only exception to this age requirement will be summer volunteer employment will be 16 years old. No volunteer will be allowed to drive a private of City vehicle on behalf of the City of Las Vegas.

PHYSICAL CONDITION:

With regard to the physical condition of the volunteer, the work and activities that will be performed must be considered. The volunteer must be made aware of the physical requirements of the job, using the Medical Standards of the City of Las Vegas, adopted January, 1983 as a guide.

PROCEDURES:

- All volunteers will complete a VOLUNTEERS APPLICATION and forward it to Human Resources, Insurance Services Division.
- The Insurance Services Division, upon receipt of the volunteer application form, will add the volunteer to the approved Volunteer Roster for each Department, and notify the sponsoring Department, in writing, of acceptance of the volunteer. **No volunteer services will be performed prior to departmental receipt of this written approval.**
- The sponsoring Department must report the names of all volunteers to the Insurance Services Division no later than the **5th** day of the following month.
- When a volunteer has not worked for a 120 day period, they will be dropped from the Department's Active Volunteer Roster and must reapply to become an active volunteer in any program.

NOTE: The attached volunteer application form and volunteer information form should be reproduced within the department as needed.

CITY OF LAS VEGAS
VOLUNTEER'S APPLICATION
(Please Type or Print in Ink)

1. Name of sponsoring department_____
2. Name of volunteer applicant_____ (Age)_____
3. Address_____ Phone_____
4. Program volunteer is applying for_____
5. Describe the work and activities that will be performed_____

6. Where will this work be performed?_____

7. When will this work: Begin?_____ End?_____
8. Have you previously worked or volunteered for the City of Las Vegas? Yes_____ No_____
If yes, give dates_____ Department_____
9. Have you ever been convicted of any offense other than a minor traffic violation? Yes_____ No_____
If yes, explain_____
10. Do you have any disability, injury or illness which will prevent you from doing the duties of this
volunteer position? Yes_____ No_____ If yes, explain _____

11. Are you presently employed? Yes_____ No_____ If yes, Name of employer_____
12. If you are accepted as a volunteer worker for the City of Las Vegas do you understand that you
are not to drive a private or City vehicle on behalf of the City of Las Vegas in connection with your
volunteer activities? Yes_____

I hereby certify that the above statements are true and accurate and that I will inform the City of
any change in this information.

Signature_____ Date_____

The Department is required to furnish each month the Insurance Services Division a roster of
active volunteers. Name the individual responsible for preparing and maintaining this roster in
your Department.

NAME_____ TITLE_____ DATE_____

DEPARTMENT DIRECTOR_____DATE_____